

Scoring Criteria 1: Qualifications/Expertise of Firms on Team

Min pts 0 : Max pts 20

- A. Include the following items:
- Provide a listing of all firms on your proposed team;
 - List the type(s) of expertise that each firm on your team can provide;
 - How long has each firm on your team provided these type(s) of expertise;
 - For each firm on your proposed team, provide the number of employees within the state of Washington. Also, provide the number of employees that each firm on your proposed team has nationwide; and
 - Provide organization chart of your proposed team and include the respective roles that each firm will provide for the team.
- B. Include the following items:
- Provide a list of up to five (5) UAS projects that your firm or proposed sub-consultant(s) has completed within the last three (3) years. The projects must demonstrate the required expertise needed for this agreement. Include the work/services provided on the projects listed, the dates of the services performed.
 - If the prime consultant has worked with the proposed sub-consultant(s) on similar projects in the last three (3) years, please provide the name of the project, each firm's role on the project and the dates the services were performed. Limit examples to one project for each sub-consultant.
- C. Include the following items:
- Provide table identifying current availability of key staff and resources for each firm on the proposed project team. The availability of staff must be identified as hours available per month for the length of the project, not in percentages of time available.

Scoring Criteria 2: Qualifications of Proposed Project Managers(s)

Min pts 0 : Max pts 20

- A. Include the following items:
- Provide up to three (3) examples for each proposed Project Manager that demonstrates his/her prior experience as a Project Manager on WSDOT or similar projects. Include the date(s) of each project; the name of the client/organization for each project; list the project manager's responsibilities and tasks on each project.
- B. Include the following items:
- Demonstrate each Project Manager(s) familiarity with relevant state and federal regulations and/or procedures as related to UAS.
- C. Include the following items:
- Provide up to three (3) examples of each proposed Project Manager's ability to manage all of the following within a project:
- Ability to scale the team to the project;

- Project schedule/schedule recovery;
- Scope of work/scope creep;
- Budget issues; and
- Changes that arise throughout the life of the project.

D. Include the following items:

Provide listing of professional licenses/accreditations for each proposed Project Manager; include the year that each license/accreditation was received. Please include the licenses that were obtained in the State of Washington only.

Scoring Criteria 3: Key Team Members Qualifications (Prime Consultant and Sub-Consultants)

Min pts 0 : Max pts 20

A. Include the following items:

- List each key team member's role/responsibilities on your proposed team.
- For each proposed key team member, provide up to three (3) examples of prior relevant projects. Include the name of project(s); dates of the project(s); and roles/responsibilities for each team member on those project(s); and
- For each key team member on your proposed team, demonstrate his/her understanding of WSDOT and/or public agency regulations/procedures.

Scoring Criteria 4: Firm's Project Management System (Prime Consultant Only)

Min pts 0 : Max pts 20

A. Include the following items:

- Describe your firm's Quality Assurance/Quality Control processes;
- Describe your firm's tracking system(s) to monitor the project's budget and/or scope;
- List your firm's scheduling and tracking system;
- Describe your firm's ability to provide interaction with your client and/or stakeholders; and
- Describe how your firm works internally to manage project delivery.

Scoring Criteria 5: Technical Expertise in UAS (Prime Consultant and Sub-Consultants)

Min pts 0 : Max pts 20

A. Include the following items:

For your firm, sub-consultants and/or service providers proposed for your team, discuss the knowledge, skills and abilities your team will provide on this agreement in the following technical areas:

- Data Management;
- Software specific to UAS work which your firm uses on a regular basis (indicate programs used as well as expertise in use); and
- Familiarity with standard WSDOT programs, such as MicroStation, InRoads, and surveying programs.

Scoring Criteria 6: Company Owned Equipment

Min pts 0: Max pts 20

A. Include the following items:

- List the type(s) of equipment owned and what the advantages of these types of equipment are to your services in obtaining information.

Scoring Criteria 7: References/Past Performances (Prime Consultant Only)

Min pts 0 : Max pts 0

A. Include the following items:

Provide a minimum of three (3) with a maximum of five (5) performance evaluations for either WSDOT projects, Non-WSDOT projects, or a combination of both that are either currently active projects or that has a project completion date within the last three (3) years.

Performance Evaluations on WSDOT projects:

If you wish to have a Performance Evaluation completed on a WSDOT project, please contact the WSDOT project manager and have them complete WSDOT's internal Filemaker Pro form 272-019 "Performance Evaluations – Consultant Services."

Performance Evaluations for Non-WSDOT projects:

If your firm does not have performance evaluations with WSDOT, it is necessary to have an evaluation of past performance completed by a client. You are required to use the WSDOT provided form and have it completed by your client. We will not accept your client version of a performance evaluation form. The WSDOT version of the evaluation form may be obtained by clicking on the link "Performance Evaluation Completed by Reference" which can be found on the main web page for this advertisement.